



## ARKANSAS SECRETARY OF STATE

**MARK MARTIN**

### **Arkansas Secretary of State Temporary Display Policy (Effective October 1, 2010)**

- A “temporary display” is a display that a sponsor wishes to place or assemble on state capitol grounds and leave overnight.
- No temporary display may remain on state capitol grounds for more than 5 weeks including the assembly and disassembly of the display by the sponsor. The sponsor is solely responsible for the complete placement, assembly and disassembly of the temporary display.
- No temporary display is allowed to use or incorporate “living” elements. Living elements included people, attendants, food, livestock or animals of any kind.
- All temporary displays shall be completely silent at all times.
- No temporary display is allowed to use any outside power source. An outside power source includes generators or electrical supply from any source other than the state capitol grounds.
- No temporary display is allowed to use more electrical power than what is currently supplied to the “designated temporary display area.”
- “Designated temporary display area” is the area located north of 7<sup>th</sup> street and south of the Law Enforcement Officers’ Memorial on the state capitol grounds consisting of 4 equal plots. (See attached plot diagram.)
- There shall be no more than 4 plots available at any one time. Each plot is 40 feet x 40 feet. Each plot is available on a first come, first serve basis and, in the event that all 4 plots are occupied, there shall be no other plots available on the state capitol grounds for temporary displays.
- Each temporary display shall fit within the dimensions of one 40 foot x 40 foot plot.
- “Holiday Season” is defined as the following period of time: the day after Thanksgiving through January 7<sup>th</sup>.
- No temporary display that is on state capitol grounds during any part of the Holiday Season will be supplied with electrical power prior to the lighting of the state capitol grounds holiday lights.
- Application to occupy one of the temporary display plots must be made in writing to the Arkansas Secretary of State, must be made no earlier than 30 days before the sponsor wishes to occupy one of the temporary display plots, must fully describe the appearance and dimensions of the temporary display and must include a signed sponsor’s statement. (See Sponsor’s Statement at the end of this policy.)

- No sponsor shall be allowed to occupy more than one plot at a time. If the application is approved, the sponsor may choose between the unoccupied plots.
- The sponsor of a temporary display must receive written permission from the Arkansas Secretary of State before placing or assembling the temporary display.
- If permission is received, the sponsor must work within the limitations required by the Arkansas Secretary of State for the placing, assembly or disassembly of the temporary display, such as: before or after regular business hours, on only weekends or during certain set times as identified by the Arkansas Secretary of State.
- Each sponsor of a temporary display is responsible for compliance with all applicable laws, regulations and ordinances. Each application shall state at least one individual (including their name, address and phone number) who is responsible for the assembly, disassembly and liability (civil and criminal) for the temporary display.
- The Arkansas Secretary of State reserves the right to deny any application if the temporary display is deemed to be unsafe, of a permanent nature, disruptive to the ordinary course of business for the state capitol grounds (including pedestrian and vehicle traffic as well as the ordinary course of business inside the state capitol building and grounds), destructive to the state capitol grounds, or goes beyond the limits of free speech given by the U.S. Constitution.
- The Arkansas Secretary of State reserves the right to remove the temporary display at any time if the sponsor fails to comply with any portion of this policy. In the event of such removal, the sponsor agrees to reimburse the Arkansas Secretary of State for any and all expenses associated with such removal.
- The sponsor shall return the state capitol grounds to substantially the same condition before the display was placed or assembled. The sponsor shall reimburse the Arkansas Secretary of State for any and all damage caused to the state capitol grounds.
- The sponsor of any temporary display assumes all risk and all liability for the temporary display. The Arkansas Secretary of State is not responsible for any damage, destruction, theft or vandalism to the temporary display. Moreover, the sponsor agrees to indemnify and hold harmless the Arkansas Secretary of State for any and all legal damages that arise because of the temporary display. In the event of damage to a display, it is the responsibility of the sponsor to make any repairs, however, due to concerns for the safety of visitors, if the SOS Capitol Facilities Staff can make a quick repair, they reserve the right to do so without liability.
- The sponsor must sign and submit with their application the attached statement affirming that the sponsor has read all of this policy, the sponsor understands all of this policy and the sponsor agrees to all of the terms and conditions of this policy.

## Arkansas Secretary of State Temporary Display Sponsor Statement

I have read the Arkansas Secretary of State's temporary display policy (effective October 1, 2010), I understand the temporary display policy and I agree to all of the terms and conditions of the temporary display policy. I am solely responsible for the complete placement, assembly and disassembly of the temporary display.

General description of the temporary display:

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Sponsor's Name: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

